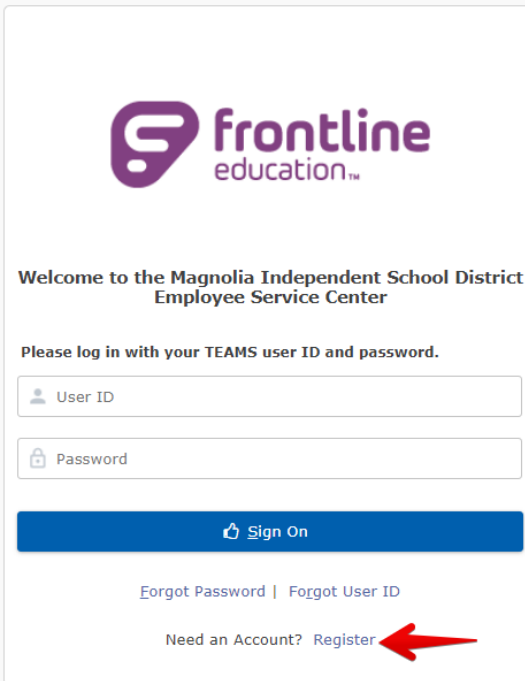


How to view your W2 on TEAMS Employee Service Center

1. Go to <https://magnolia.tx01.teams360.net/servicecenter/EntryPointSignInAction.do>
2. If you have never logged into TEAMS Employee Service Center (T-ESC) you will need to register (red arrow, figure 1)



frontline
education™

Welcome to the Magnolia Independent School District
Employee Service Center

Please log in with your TEAMS user ID and password.

User ID

Password

Sign On

[Forgot Password](#) | [Forgot User ID](#)

Need an Account? [Register](#)

Figure 1

3. Once you do that your user id and password is the same as your district log in. If you no longer work for MISD you will need to create your login and password. Next, you will be asked to verify your identity, by having a text message sent to your phone or a phone call (Austin number) where TEAMS will provide a PIN number that you will need to enter.
4. Once logged in, you will need to click on My Payroll Information (pink arrow, figure 2) and then click on My W-2 (lime green arrow, figure 2)

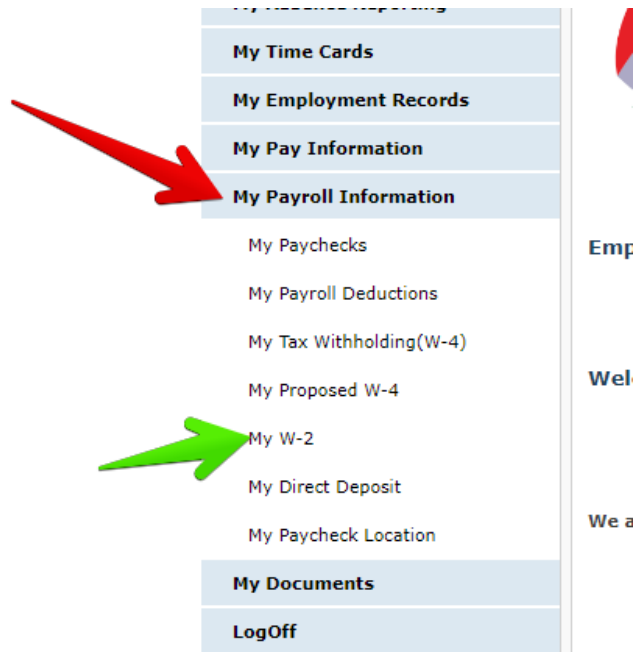


Figure 2

5. Your W2 will then appear in the list click on the green box (pink arrow, figure 3) to print your W2.

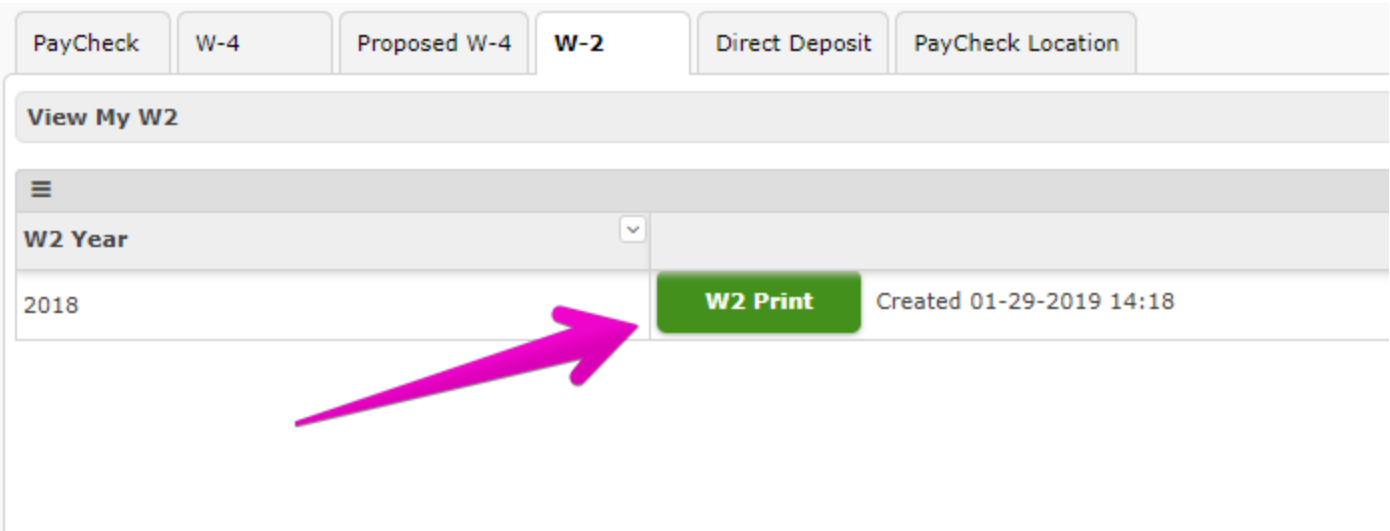


Figure 3

6. Your W2 will open in a new window for you to print out.